

2. Access the Budget Related Averages Report

From the *MTCS Main Menu*,

- Use your mouse to click on the words '*MTCS Reports*'

A yellow rectangular button with the text "MTCS Reports" in blue, bold, sans-serif font.

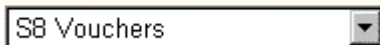
The *MTCS Selection Menu* appears on your screen.

2.1. Program Selection

From the Selection Menu, you must select a Section 8 program type to view this *Report*.

Section 8 program types include:

1. Section 8 Certificates
 2. Section 8 Vouchers
 3. Section 8 Certificates & Vouchers
- Use your mouse to select one of these programs from the drop-down box

A yellow rectangular header with the text "Program Selection" in blue, bold, sans-serif font.A white rectangular dropdown menu with a black border. The text "S8 Vouchers" is displayed in black font. A small black downward-pointing arrow is visible on the right side of the menu.

2.2. Level of Information

Once you have selected a 'program,'

- Use your mouse to place to select a 'level of information'
 1. National
 2. State
 3. Field Office
 4. Metropolitan Area
 5. County
 6. City or Locality
 7. Public Housing Agency
 8. Project (Public and Indian Housing only)
 9. Congressional District

 National

- * For detailed information on how to select a 'level of information,' go to the MTCS documentation web site:

www.hud.gov/pih/systems/mtcs/document.html

2.3. Budget Related Averages Report

After you complete the 'level of information' selection,

- Click on the '**Report Menu**' button

The *MTCS Report Menu* appears on your screen.

- Use your mouse to select the *Budget Related Averages Report*

[Budget Related Averages](#)

2.4. Historical Budget Related Averages Report

To access the *Historical Budget Related Averages Report*,

- Use your mouse to click on the words 'Historical Reports' from the *MTCS Main Menu*,



The *Historical Reports Selection Menu* appears on your screen.

The screenshot shows the 'MultiFamily Tenant Characteristics System' Historical Reports Selection Menu. At the top, the title 'MultiFamily Tenant Characteristics System' is in bold blue text, followed by 'Historical Reports Selection Menu' in bold blue text. Below this, there are links for 'Main Menu', 'Logout', and 'Help' in a smaller blue font. The background is a light yellow color. Below the menu, there is a form with two dropdown menus. The first dropdown menu is labeled 'Select a Program' and the second is labeled 'Select a Level of Information'. To the right of these dropdowns is a 'Continue Selection' button. The 'Select Date(s)' dropdown menu is also visible, showing a list of dates: 'December, 1999', 'September, 1999', and 'June, 1999'.

You must select a program type to view historical reports.

Available program types include:

1. Public Housing
 2. Indian Mutual Help
 3. Indian Rental
 4. Section 8 Certificate
 5. Section 8 Vouchers
 6. Section 8 Moderate Rehabilitation
 7. All Offices of PIH Programs
 8. Public and Indian Housing
 9. Indian Housing
 10. Section 8 Certificates & Vouchers
 11. Section 8 New Construction, HFDA
 12. Section 8 New Construction, non-HFDA
 13. Section 8 Substantial Rehab, HFDA
 14. Section 8 Substantial Rehab, non-HFDA
 15. 236
 16. 221 BMIR-Below Mkt Int Rate
 17. 202 & 811
 18. Property Disposition & Other
 19. All Office of Housing Programs
- Use your mouse to select a 'program' from the drop-down box

Once you have selected a 'program,' you must select a 'Level of Information'.

Available levels of information are:

1. National
2. State
3. Field Office
4. Metropolitan Area Within US
5. Metropolitan Area Within a State
6. County Within a State
7. County Within a State and MSA
8. City or Locality Within a State
9. City or Locality Within a State and MSA
10. City or Locality Within a State and County
11. Housing Agency Within a State
12. Housing Agency Within a State and County
13. Housing Agency Within a Field Office
14. Project Within a State
15. Project Within a State and MSA
16. Project Within a State and County
17. Project Within a State and City or Locality
18. Project Within a Housing Agency
19. Congressional District Within US
Congressional District Within a State

- Use your mouse to select the Level of Information



- * To view the *Historical Reports*, you must select the Level of Information.
- * See the *MTCS Web Reports Guide* to view detailed information about each report.
- * For detailed information on how to select a 'Level of Information,' please go to the *MTCS Web Reports Guide* web site:

<http://www.hud.gov/pih/systems/mtcs/webusr/webusr.html>

After you complete the 'level of information' selection,

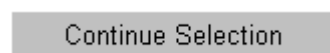
- Use your mouse to select the Historical Date.



- * To view the *Historical Reports*, you must select a report Date.
- * Historical data is only available on a quarterly basis beginning September 1998.
- * To select multiple quarters from the Date list, press and hold the <Shift> key, then click with the mouse on the desired dates OR hold down the <Shift> key and press the down arrow on your keyboard.

After you complete the 'Date' selection,

- Use your mouse to select the *Continue Selection* button.



Additional report options appear in the bottom half of the screen based on the Program and Level of Information the user selects.

- Use your mouse to select the required report options.

For example, if you select 'State' as the level of information for the report, a drop down list of states appears in the bottom portion of the window. Find the desired state in the list and select that state with you mouse.

After you complete the report options section,

- Use your mouse to select one of the five historical reports from the *Report Selection* area on the screen.

Report Selection	
<input type="radio"/> Resident Characteristics	<input type="button" value="GO"/>
<input type="radio"/> Key Management Indicators	
<input type="radio"/> New Admissions	
<input checked="" type="radio"/> Budget Related Averages	
<input type="radio"/> Rent and Rent Burdens	

After you select a report,

- Use your mouse to select the *Go* button.



The selected report appears on your screen.

- * Depending on the number of historical periods you have selected, reports may cross several web pages. To view additional report pages, press the *Next Page* button at the bottom of the page.